

**BY ORDER OF THE COMMANDER  
AIR FORCE RESERVE COMMAND**



**AIR FORCE RESERVE COMMAND  
HEADQUARTERS OPERATING  
INSTRUCTION 35-302**

**27 May 1997**

**Public Affairs**

**STAFF MEETINGS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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(SMSgt Edgar E. Turner)  
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This instruction interfaces with AFRPD 35-3, *Internal Communication Programs*, and establishes procedures for the Commander's staff meetings.

**SUMMARY OF REVISIONS**

This revision updates office symbols.

**1. Schedule:**

- 1.1. The Vice Commander (CV) and the staff normally meet at 0900, every Wednesday, in the Command Conference Room.
- 1.2. Special meetings, or changes to regular meetings, are announced by the Assistant Vice Commander (CS) or a designated representative.
- 1.3. The meeting agenda is disseminated over the AFRC Local Area Network (LAN) and is located in the CV Calendar. This information is on the LAN not later than the day before the meeting.

**2. Attendance:**

- 2.1. CV, CS, directors, and heads of special staff offices attend staff meetings. Division Chiefs or other staff personnel may attend at the discretion of staff head.
- 2.2. Staff members desiring to bring a visitor to the staff meeting must obtain prior permission from the CS. The requester ensures the visitor does not attend classified portions of the meeting unless the visitor has the appropriate clearance and the need to know.

2.3. One-time attendance for introduction is encouraged for all newly assigned officers and key NCOs and civilians. Scheduling is the responsibility of the staff office concerned. Prior permission of the CS is required.

**3. Agenda:**

3.1. Items introduced for discussion should be of general interest, such as planned staff actions, unresolved problems, changes in programs, announcement of new policy, or changes in established policy.

3.2. Formal presentations must be approved in advance by the CS. Request in writing or by telephone at least 2 duty days before the desired date of presentation, and include the subject of the presentation, name of the presenter, and the estimated duration.

3.3. The staff office concerned arranges with HQ AFRC/SCVG for necessary audiovisual equipment and training on use of audiovisual equipment.

JAMES E. SHERRARD III, Maj Gen, USAF  
Commander